MANUAL

OF

ORDER DEPARTMENT ROUTINE

FOR THE COLLEGE AND

UNIVERSITY LIBRARY

BY

C. P. BABER, M. A.

1929

G. E. STECHERT & CO. (ALFRED HAFNER)

NEW YORK • LEIPZIG • PARIS • LONDON

U.B.C. LIBRARY

Library
of the University of
British Columbia

Accession No. 85078
Call No. Z 690. B 12

MANUAL

of

ORDER DEPARTMENT ROUTINE

for the

COLLEGE AND UNIVERSITY LIBRARY

by

C. P. BABER, M. A.

G. E. STECHERT & CO. (ALFRED HAFNER)

NEW YORK

Leipzig Paris London

1929

PREFACE

The handling of gifts and exchanges is not necessarily a function of the order department proper and will therefore not receive special consideration here. For those two branches of acquisition work the reader is referred to chapter 13 of F.K.W. Drury's new book "The Selection and Acquisition of Books for Libraries", A. L. A., 1929, where he will find a splendid, authoritative, systematic routine outlined. The pamphlet by F.F. Hopper, revised in 1926 by Carl L. Cannon, and published by the A. L. A. in that year, under the title "Order and Accession Department", is exceedingly helpful but does not go into much practical detail. Its purpose, in the main, is the presentation of broadly stated principles and methods governing order work, accessioning and exchanges. Chapters 11 and 12 of Mr. Drury's book indicate in a logical, thorough and detailed fashion, guiding principles to be observed in the succesive steps of routine thru which libraries in general carry their purchased books and periodicals.

The purpose of the following treatment is somewhat different from that of either of the two books mentioned above. Its aim is to show minutely, by description and illustration, how the organized processes of a specifically created order department routine designed to apply exclusively to the college and university library are

actually carried out in clerical technique. The author does not, of course, presume that any particular library would or could adopt, in toto, the routine here presented. It is more elaborate than is necessary for the small college library and would need to be supplemented if used in the largest universities. It is believed that by modification--either simplification or elaboration--it will be essentially adaptable to a given local situation.

The routine which follows is not a product of day dreaming or theorizing. It is the outgrowth of methods the author learned and made use of while he was on the staff of the order department of the University of Illinois Library, together with principles he worked out in organizing and operating the order department of the University of Oklahoma. Every detail therefore has been tested out in one or both of these universities, over a goodly period of years, and has been found to work and to meet consistently and satisfactorily the various tests put upon it.

The hope is that the following routine will not be looked upon as a thing of cut-and-dried dictation but rather as the detailing of a definite procedure which, even tho it should not be adopted bodily by any library, will prove suggestive. No item of routine is justified as an end in itself but only as a means to convenience, clarity, accuracy, consistency, dispatch, and service. When it does not issue in these accomplishments it should be promptly eliminated.

The capitalization of certain common words and terms thruout the text of this treatment is for the purpose of making conspicuous

the terminology of the order department, thereby aiding the student assistant in the more readily familiarizing himself with the routine.

C. P. B.

Digitized by the Internet Archive
in 2010 with funding from
University of British Columbia Library

http://www.archive.org/details/manualoforderdep00babe

C O N T E N T S

	Page
Introductory Statement	2-3
General Files	4-21
Order Card	4-10
Order Letter	10-15
Correspondence	15-19
Paid Invoices	19-20
Continuations List	20
T. F. List	20-21
Funds	21-24
Placing the Order	25-36
Preliminary Routine	25-28
Typing the Order Card	29-30
Typing the Order Letter	30
Selecting the Firm (Domestic Shipments)	30-32
Selecting the Firm (Foreign Shipments)	32-36
Handling the Goods	37-39
Dating and Grouping	37
Checking Books with Invoices	37-38
Examining Books as to Author, Title, Edition	38-39
Making the Records After Goods Have Arrived	39-59
Entries in Big Accession Record	39-43
Entries on Order Card	44-49
Entries in Book Itself	49-51
Entries on Order Sheet (Green)	51-54
Entries on Order Sheet (Pink)	54-55
Entries on Order Sheet (Yellow)	55
Entries on Invoice	55-58
Foreign Monetary Units, Value of	58-59
Forwarding Books to Catalog Department	59
Theses	59-60
Sending Material to Bindery	60-63
Index	64-71

INTRODUCTORY STATEMENT

The Order Department of the Library exists for the purpose of wisely selecting, ordering, and keeping an exact check upon, every book and periodical purchased for the General Library and for the various Departmental Libraries upon the campus. All incoming shipments should, therefore, be sent first directly to the Order Department where the goods are checked with the invoices and proper notations are made upon the various records of this department,--as explained in the routine which follows, beginning on page 4.

Accessionable material is then Accessioned (method explained in Section E.a.).

After making all necessary records the books are then sent by the Order Department to the Catalog Department. Current issues of Magazine Subscriptions are sent direct from the mail table to the Periodicals Department.

It is the policy of the Order Department to remember at all times that it is the servant of the University public. Discourtesy is never excusable on the part of any member of the Order Department staff, no matter what the provocation, and should not be countenanced. It is proper and necessary to maintain a strict guard over the records and the books which are held in the custody of this department. However, it is equally incumbent upon the Order Department management to extend every courtesy and accommodation to all faculty members and students.

In brief, the Order Department exists not for itself or its own convenience, but for the University. It is but the custodian of University property, and is created for the purpose of making official records of certain University possessions and then distributing such properties as are in its care to the best possible service of the University as a

ıole.

The Order Department necessarily involves a great amount of detailed outine and the striotest concentration is needed on the part of the taff members to insure accuracy in the minutest details. Every branch the work should be carefully proofed. A regular, systematic method of ıdling each part of the work should be rigidly adhered to,--irregular ıceptions being reduced to a minimum.

It is also important that the office furniture and equipment should ot only be arranged in a convenient and orderly way but kept neat and ean. All accumulating books, magazines, papers,supplies, etc.should arranged with a view to making the offices appear as well-kept as ssible.

Memory should not be solely depended upon in keeping a check upon e many items of business that appear daily, but prompt notations should made in writing and clipped to the records involved,--so that full in- rmation (from several angles) is at hand in case it becomes necessary trace any detail. With certain obvious exceptions all such memoranda ıould be made with a view not only to its temporary but its permanent ference value.

The routine,set forth in minute detail below, should be consistently llowed thru the years, so that from the beginning there may be a con- nuity in the work of this department which will not be affected by the anging personnel of the staff.

A. GENERAL FILES INVOLVED.

a. Order Card.

The Order Card is the unit, and, taken together with the Order Number, forms the basis of the organization of the Order Department records. This card should be 3 x 5 in size and of good Manila quality. On the face of this card entries are to be made as follows: Author and title, number of volumes or copies, edition, year and place of publication, name of publisher, list price, name of Fund on which the order is placed, name of person submitting the order, name of Library in which the book is to be permanently shelved,--this latter entry to be made on the bottom line.

The left margin of the card provides space for specifying date of order, Agent, Dealer, or Firm to whom the order is sent, and the Order Number. After Invoices have come, the cost and Date of Bill are also to be entered in this margin. (See sample below).

Class No.

No. of Copies

—

Date ordered
FEB 15 '26
Of
McClurg
Received
4387
Date of bill
MAR 12 '26
Cost per copy
10.00=ad2.3a.c.h

Sample of Order Card (face).
56541-56545=ed.2=5 a.c:h

Author's surname, followed by given name or initials
Babcock, K. C.

Title
Rise of American nationality (American Nation). 5 Cops. Vols.

Edition	Year	Publisher	List Price
2nd	c1906,	N.Y., Harper	Total 12.50

Requested by

Notify Address
History- Galpin-

Reviewed in

Approved by
General-

Libraries combining order and accession records may use the reverse of this card for recording Accession Nos., symbols of branches, etc.

On the back of the Order Card the blank space may be used for noting, in condensed form, the gist of all Correspondence issued or received concerning the title in question. (Sample below shows how Correspondence should be listed on reverse side of card).

Sample of Order Card (back) for Correspondence.

FEB 20 '26 McClung reports O.P.
FEB 21 '26 Wrote McClung to advertise for second hand copy.
APR 23 '26 McClung reports, unable to secure at second hand but that a new edition will be out in about 6 months.
APR 24 '26 Wrote McClung to keep order on file and supply new edition when published

The Order Card (after the Order Letter has been made from it) is to be filed in a card tray and this file constitutes what is called the Orders Out file. The arrangement in this file is Alphabetical by author and title. The Order Card remains in this file until the book is received and checked with Invoice and Accessioned,-- after which time it is transferred to a file known as the Current Receipts file. In this latter file the Order Card remains until the catalog cards have been made and filed in the Dictionary Card Catalog. It is then transferred to the Orders Received file, where it remains permanently for reference use. (In some libraries the Order Card ultimately becomes the Official Shelf List card. However, since it would be so badly marked if all Order Department and Catalog Department notations were made upon it, and since it forms a

very useful permanent reference file in the Order Department, it is more satisfactory to file it permanently in the Orders Received file and have the Catalog Department purchase an extra Library of Congress printed card for the Official Shelf List.)

A fourth Order Card file is known as the Dead File. This file is made up of the cards representing book orders that have been Cancelled. In Cancelling a title a specific statement of the reason for Cancellation is entered on the back of the Order Card,--and on the face of the card the entry is made "Cancelled (giving date). Over for Note". The following entry is also made at the left of such title on both the pink and green copy of the Order Letter "Cancelled (giving date). See Note on Card". After above Cancellation entries have been made the Order Card is transferred to the Dead File to remain for permanent reference.

The fifth and last Order Card file is for the filing of cards representing Magazine Subscription orders. It is called Current Subscriptions. For each magazine title an Order Card is filled out in the same way as described for a book order,-- with the exception that in the case of a Magazine Subscription the face of the card bears the notation "T. F." (meaning till forbidden) and after the title is specified the date on which the subscription is to start. (See

sample below.)

Sample of Order Card (face) for Magazine Subscription.

Class No. T. F.	Cop. 2
No. of Copies	Author's surname, followed by given name or initials: Ladies home journal (monthly)
	Title: T. F. (beginning with Vol. 42) Vols.
Date ordered: AUG 1 '25	Edition / Year / Publisher: Phila., Curtis Pub. Co. / List Price
Of: Faxon	Requested by
Received: 3725	Notify / Address: Home Economics- Moore-
Date of bill	Reviewed in
OVER Cost per copy	Approved by: General-
OVER	Libraries combining order and accession records may use the reverse of this card for recording Accession Nos., symbols of branches, etc.

If more than one Subscription to the same title is carried, a separate Order Card is made for each copy and the cards labeled copy 1, copy 2, etc.

The Order Card listing a Magazine Subscription remains permanently in the Current Subscriptions file and no new card needs to be made for renewal. As Invoices are received annually on a given Subscription an entry is made on the back of the Order Card giving date of Invoice, cost and volumes or time period covered. (See sample, page 8). Whenever a Magazine materially changes its title the Order Card should be filed under the latest title and a memorandum card should be inserted filed under the old title with cross reference to the new.

Sample of Order Card (back) for Magazine Subscription.

AUG 10 '25 1.00 Vol. 42
AUG 6 '26 1.00 Vol. 43

When the first card becomes full of Invoice entries a second order card may be attached, labeled Card number 2, etc. Thus, this one file suffices for an indefinite number of years. For the notation of correspondence on a given Subscription an extra, blank card may be attached.

In all cases where it can be so arranged each Subscription should be ordered to begin with a definite, specified, Volume Number, and the Publisher or Agent should be requested to make his Invoice charges to cover certain specific Volumes. Records are briefer and more definite when they specify Volumes rather than Time Periods. When a Magazine Subscription is Cancelled the same Cancellation entries are made upon the Order Card and pink and green Order Letters as explained above for books,--but the card is to further have written or

stamped across its face in large red letters the word "Cancelled" and is left in the Current Subscriptions file instead of being transferred to the Dead File.

For purposes of practical convenience the following distinction is made between a Magazine Subscription and a Continuation. A periodical that is published three times a year or oftener may best be handled as a Magazine Subscription. If the frequency of publication is twice a year or less a periodical may be more conveniently treated as a Continuation.

The Order Card for a Continuation is made out somewhat similarly to that for a Magazine Subscription, but is kept permanently in the Orders Out file. (See samples below for illustration of form of entries on Order Card for Continuations.)

Face of card

Class No.	Sample of Order Card (face) for Continuation. Cop. 3
No. of Copies	Author's surname, followed by given name or initials
	Patterson's American educational directory.
	Title
Continuation	Vol. 18 and continuation.
Date ordered	Vols.
OCT 20 '24	Edition / Year / Publisher / List Price
Of	Chicago, American Educ. Directory
Stechert	Requested by
Received	
5673	Notify / Address
Date of bill	Education- Pehlan-
	Reviewed to
Continuation	
Cost per copy	Approved by
Continuation	General-
	Libraries combining order and accession records may use the reverse of this card for recording Accession Nos., symbols of branches, etc.

Back side of card

Sample of Order Card (back) for Continuation.

Vol.21 (1924) DEC 27 '24 5.00 = 73641.
Vol.22 (1925) DEC 19 '25 5.00 = 81435

For each Order Card on which the Invoice entries are to be specified on back side of card the word "Over" should be stamped in lower left hand corner on face of card.

For all regular entries (both on Order Cards and on pink and green Order Letters) Rubber Stamps should be used as they make a neater form of entry and also conserve space.

b. Order Letter.

The Order Letter should be 8½ x 11 in size and of a good quality of bond, though sufficiently light in weight to carbon well. Five copies of each Order Letter are needed-four copies to be carbons of the first. The Original, Duplicate and Triplicate copies have printed upon them the name of the Library ordering, and the words "Firm", "Date", "Order Number".

ample of Original Order Sheet. A. LIBRARY
UNIVERSITY OF OKLAHOMA
Norman

ORIGINAL

rm

G. E. Stechert & Company,
31-33 East 10th Street,
New York City.

Date October 2, 1925.

Order Number 9071

BOOKS AND PERIODICALS

ntlemen.

Please enter our ---RUSH---------- order for the following items, and render invoice in triplicate.

Abel, A. E. - American Indian under reconstruction. (V. 3 of "Slaveholding Indians".) 1925, Cleveland, A. H. Clark Co. $5.00.

Bateson, Mary - Medieval England. N.Y., Putnam. $2.25.

Buckle, G. E., ed. - Letters of Queen Victoria. (Second series). 2 Vols. 1925, N.Y., Longmans.

Cheyney, E. P. - History of Eng and from the defeat of the Armada to the death of Elizabeth. Vol. 2, only. 1925, N.Y., Longmans.

Merriam, C. N. - American party system. 9 Cops. Latest. N.Y., Macmillan. Total $27.00.

Wertheimer, M. S. - Pan-German league 1890-1914. (Columbia Univ. Studies in History, Economics and Public Law, Vol. 112, No. 2). 1924, N.Y., Longmans. $2.50.

Very truly yours,

C. P. Baber,

C. P. Baber,
Assistant Librarian.

CPB/MBS

Sample of Duplicate Order Sheet. 8.

LIBRARY
UNIVERSITY OF OKLAHOMA
Norman

DUPLICATE

G. E. Stechert & Company,
31-33 East 10th Street,
New York City.

Date October 2, 1925.

Order Number 9071

BOOKS AND PERIODICALS

History-
Galpin-

tlemen:

Please enter our ~~RUSH~~ order for the following items, and render invoice in triplicate.

Abel, A. E. - American Indian under reconstruction. (V. 3 of "Slaveholding Indians".) 1925 Cleveland, A. H. Clark Co $5.00.

Bateson, Mary - Medieval England. N.Y., Putnam, $2.25.

Buckle, G. E., ed. - Letters of Queen Victoria. (Second series). 2 Vols. 1925, N.Y. Longmans.

Cheyney, E. P. - History of England from the defeat of the Armada to the death of Elizabeth. Vol. 2, only. 1925, N.Y., Longmans.

Merriam, C. N. - American party system. 9 Copy. Latest. N.Y. Macmillan. Total $27.00.

Wertheimer, M. S. - Pan-German league 1890-1914. (Columbia Univ. Studies in History, Economics and Public Law, Vol. 112, No. 2). 1924, N.Y., Longmans. $2.50.

Very truly yours,

C. P. Baber,

C. P. Baber,
Assistant Librarian.

CPB/MBS

Sample of Pink Order Sheet. C. LIBRARY TRIPLICATE

UNIVERSITY OF OKLAHOMA
Norman

Firm . E. Stechert & Company,
31-33 East 10th Street,
New York City.

Date October 2. 1925.

Order Number 9071

BOOKS AND PERIODICALS

History--
Galpin-

Gentlemen:

Please enter our RUSH order for the following items, and render invoice in triplicate.

Received OCT 18 '25 Abel, A. E. - American Indian under reconstruction. (V. 3 of "Slaveholding Indians".) 1925, Cleveland, A. H. Clark Co. $5.00. Forward For Payment OCT 20 '25

Received OCT 18 '25 Bateson, Mary - Medieval England. N.Y. Putnam. $2.25.
Forward For Payment OCT 20 '25

Received OCT 18 '25 Buckle, G. E. ed. - Letters of Queen Victoria. (Second series). 2 Vols. 1925, N.Y. Longmans.
Forward For Payment OCT 20 '25 = Vols. 1-2

Received OCT 18 '25 Cheyney, E. P. - History of England from the defeat of the Armada to the death of Elizabeth. Vol. 2, only. 1925, N.Y., Longmans. Forward For Payment OCT 20 '25 = V. 2

Received OCT 18 '25 Merriam, C. N. - American party system. 9 Cops. Latest, N.Y. Macmillan. Total $27.00 Forward For Payment OCT 20 '25 = 9 a.c.'s

Received OCT 18 '25 Wertheimer, M. S. - Pan-German league 1890-1914. (Columbia Univ. Studies in History, Economics and Public Law, Vol. 112, No. 2). 1924, N.Y., Longmans. $2.50.
Forward For Payment OCT 20 '25

Very truly yours,

C. P. Baber,
Assistant Librarian.

CPB/MBS

Sample of Green Order Sheet. D.

. E. Stechert & Company,
31-33 East 10th Street.
New York City.

October 2, 1925.

9071

History--
Galpin-

RUSH

OCT 17 '25 Abel, A. E. - American Indian under reconstruction. (V. 3 of "Slaveholding Indians".) 1925, Cleveland, A. H. Clark Co. =5.00 $5.00.

OCT 17 '25 Bateson, Mary - Medieval England. N.Y., Putnam. $2.25.=2.00

OCT 17 '25 Buckle, G. E., ed. - Letters of Queen Victoria. (Second series). 2 Vols. 1925, N.Y., Longmans. =6.00=Vols.1-2

OCT 17 '25 Cheyney, E. P. - History of England from the defeat of the Armada to the death of Elizabeth. Vol. 2, only. 1925, =1.50=V. 2 N.Y., Longmans.

OCT 17 '25 Merriam, C. N. - American party system. 9 Cops. Latest. N.Y. Macmillan. Total $27.00. 24.30=9 a.c.'s

OCT 17 '25 Wertheimer, M. S. - Pan-German league 1890-1914. (Columbia Univ. Studies in History, Economics and Public Law, Vol. 112, No. 2). 1924, N.Y., Longmans. $2.50. 2.48

Transportation OCT 17 '25 =1.10

Very truly yours,

C. P. Baber,
Assistant Librarian.

CPB/MBS

Total 42.38
Less Credit memo. attached to invoice of OCT 17/25 2.87
TOTAL ACTUAL COST = 39.51

Sample of Yellow Order Sheet. E.

. E. Steohert & Company,
31-33 East 10th Street,
New York City.

October 2, 1925.

9071

History--
Galpin-

RUSH

Abel, A. E. - American Indian under reconstruction. (V. 3 of "Slaveholding Indians".) 1925, Oleveland, A. H. Clark Co. $5.00.

Bateson, Mary - Medieval England. N.Y., Putnam. $2.25.

Buckle, G. E., ed. - Letters of Queen Victoria. (Second series). 2 Vols. 1925, N.Y., Longmans.

Cheyney, E. P. - History of England from the defeat of the Armada to the death of Elizabeth. Vol. 2, only. 1925, N.Y., Longmans.

Merriam, C. N. - American party system. 9 Cops. Latest. N.Y. Macmillan. Total $27.00.

Wertheimer, M. S. - Pan-German league 1890-1914. (Columbia Univ. Studies in History, Economics and Public Law, Vol. 112, No. 2). 1924, N.Y., Longmans. $2.50.

Very truly yours,

C. P. Baber,
Assistant Librarian.

CPB/MBS

They also carry a printed salutation and a printed formal order statement. Since the Duplicate copy is to be filed in the office of the University Financial Clerk the printed heading "Books and Periodicals" may well be used to differentiate Library orders from other University orders which are also on file in his office. The Original copy should also have printed upon it in large bold face type the word "Original". The words "Duplicate" and "Triplicate" should similarly be printed on the Duplicate and Triplicate copies respectively. The Original and the Duplicate copy of each Order Letter is in white paper and the Triplicate copy in pink. The fourth copy of the Order Letter is green and the fifth yellow. Both the fourth and fifth copies are on blank sheets,--i.e. sheets having no print upon them.

All five copies of the Order Letter are to be made with ONE IMPRESSION of the typewriter--so that the four carbons will be EXACT REPRODUCTIONS of the Original.

The entries upon the Order Letter are: Name of Firm, Date, Order Number,--and,in alphabetical arrangement, the author and title of each book listed,--following each title with the date and place of publication, name of publisher, list price, number of volumes or copies, and the particular edition wanted. On each of the four carbon copies the name of the Fund and the name of the person submitting the order should also be entered.

These two last named entries are purposely omitted from the Original coby of the Order Letter to provide a safe-guard against the possibility that the Agent or Dealer may address the shipment to some other than the Library address. (For samples illustrating entries on Order Letters see sheets A, B, C, D, and E opposite this page).

Each Order Letter is made the unit for one Order Number. As many titles as desired may be listed on a given Order Letter but all such titles should represent the same Fund, and the same person submitting the order. The Order Card for each title listed on a given Order Letter bears the same Order Number as that appearing on the Order Letter. Thus the Order Number becomes a positive means of identification of each title.

The Order Letter should be signed "Very truly yours",-- followed by the name and official title of the person who heads the Order Department. The name of the Librarian may appear elsewhere on the order.

In the case of a Continuation order the word "Continuation" should be stamped upon the Order Letter. Furthermore, with Continuation orders it is well to have but one title to a given Order Letter so that ample space may be left in which to make Invoice entries over an indefinite number of years. For the same reason not more than two or three titles to the page should occur if the Order Letter deals with Magazine Subscriptions.

McGraw-Hill Book Company, Inc ,
370 Seventh Avenue,
New York City.

November 3, 1925.

Engineering-
Tappan-

WIRE RUSH

To confirm telegram of this date.

Allen, C. F. - Business law for engineers. 1925. 5 Cops.
Total $15.00.

Very truly yours,

C. P. Baber,
Assistant Librarian.

CPB/MBS

Sample of Telegram in a "Wire Rush" Order.

TELEGRAM

McGraw-Hill Book Company, Inc.,
370 Seventh Avenue,
New York City.

November 3, 1925.

Send five copies of C. F. Allen's Business Law for Engineers. Address University of Oklahoma Library, Norman, Oklahoma. Formal order will follow.

C. P. Baber.
Assistant Librarian.

These two last named entries are purposely omitted from the Original coby of the Order Letter to provide a safeguard against the possibility that the Agent or Dealer may address the shipment to some other than the Library address. (For samples illustrating entries on Order Letters see sheets A, B, C, D, and E opposite this page).

Each Order Letter is made the unit for one Order Number. As many titles as desired may be listed on a given Order Letter but all such titles should represent the same Fund, and the same person submitting the order. The Order Card for each title listed on a given Order Letter bears the same Order Number as that appearing on the Order Letter. Thus the Order Number becomes a positive means of identification of each title.

McGraw-Hill Book Company, Inc ,
370 Seventh Avenue,
New York City.

November 3, 1925.

Engineering-
Tappan-

WIRE RUSH

To confirm telegram of this date.

Allen, C. F. - Business law for engineers. 1925. 5 Cops.
Total $15.00.

Very truly yours,

C. P. Baber,
Assistant Librarian.

CPB/MBS

Order Letters representing Magazine Subscriptions should be differentiated from book orders by being headed with the word "Periodicals" typed in capitals. If ordered on a till forbidden basis the letters "T. F." should be inserted in the formal order statement that heads the Order Letter, and entered in the upper left hand corner of the Order Card. If the order is for back numbers both the Order Letter and the Order Card should be headed "Back Numbers".

The Order Letter should have good wide margins of blank space at the top and on both sides to leave room for later entries when the goods come and are checked with the Invoices. Furthermore, a given Order Letter, to be of convenient size for handling in the files, should not consist, ordinarily, of more than three sheets,--with the exception that in the case of Magazine Subscriptions the number of sheets may be greater.

If a given order lists books needed at once,the Order Letter should be stamped "Rush", "Extra Rush" or "Wire Rush" according to the urgency of the need.

The term "Wire Rush" is used to refer only to telegraphed orders. The procedure in ordering books by wire is to type two copies of the telegram,--giving one to the telegraph agent and attaching the carbon to the Green Sheet as soon as the latter is typed. The telegram should be headed,addressed and signed in the usual form, on a blank sheet of paper. It should

list the names and number of copies of the books needed and should further specify that a formal order is to follow. The formal order is then made out and mailed exactly as any other Order Letter, with the exception that it is stamped "Wire Rush" and carries the added statement that it confirms the telegram of the same date. The carbon copy of the telegram is to be attached to the Green Sheet, as stated above, until the goods arrive, after which the telegram may be discarded. (See sample opposite this page). The cost of the telegram is not to be charged against the book funds and hence is not to be entered upon any of the Order Department records.

The Original copy of an Order Letter is mailed to the Firm to whom the order is issued. The Duplicate copy is sent to the Financial Clerk of the University as a mere memorandum for his files. (The Financial Clerk may wish to file his copies of the Order Letters numerically by Order Number and have them bound as books). The Triplicate copy (pink in color) should be filed numerically by Order Number and bound,--200 Order Letters to the volume. The yellow copy should be filed alphabetically by name of Firm to whom order was sent and under that by Order Number. These yellow copies should also be bound in volumes of convenient size. The green copy should be filed by Fund and under that by Order Number,-- a separate folder being used for each Fund. Later these green copies may conveniently be given a loose-leaf binding and placed in board covers,--one cover (or more, if needed) to each Fund.

It will be seen from the foregoing that by referring to the three copies of the Order Letter on file in the Order Department three distinct checks are afforded on every title ordered. If one does not know the Order Number for a given title but knows the Fund on which ordered he may at once go to the green copy; if one does not know the Fund or the Order Number but knows the Firm from whom ordered he may trace a given title in the file of yellow sheets. If one knows neither the Firm from whom ordered nor the Fund on which the order was placed, but knows the Order Number, he may readily trace in the file of pink sheets. If one knows neither the Firm, Fund, nor Order Number, a given title may be at once traced by author and title in the Orders Out card file.

Hereafter, in this Manual, the colored copies of the Order Letter will be referred to as Pink Sheets, Green Sheets and Yellow Sheets. The abbreviation O. O. will be used for the Orders Out file, O. R. for the Orders Received file, and C. R. for the Current Receipts file.

c. Correspondence.

For all Correspondence a printed letter-head, $8\frac{1}{2}$ x 11 in size, should be used and a carbon copy filed in the Correspondence File,--a vertical filing cabinet. The original copy of each letter should be headed in print with the name and locatio of the Library in prominent type. The carbon may be made on a blank sheet sufficiently stiff to stand up well in the files. Both the original and carbon should be typed on a good quality of bond paper.

As to the form of the letter, the block system of typing may be used with satisfaction as it is both compact and neat. In using this system wide margins are allowed at the left and right edges of the page,--these two margins to be as nearly equal as possible,--a common width being about an inch and a half.

The date may be written in the upper, right hand section of the page, somewhat below the printed heading, and far enough to the right to line up with the right side of the body of the letter.

The address ordinarily consists of three lines, single spaced,--the first consisting of the name of the person or Firm to which the letter is to be sent, the second the street address, and the third the city and state.

The salutation commonly used is "Dear Sir" or "Gentlemen". It is followed by a colon, and is entered, in line with, but two spaces below, the address.

Dropping two spaces below the salutation, and indented three spaces to the right, the first line of the letter proper begins,--but the second and succeeding lines reach back far

enough to come exactly in line with the address and salutation. Thus it will be seen that the left side of the body of typing forms a perpendicular line,--and the right side approximates such a line.

The common form of closing signature (which is entered somewhat below, and to the right of the body of the letter) is

Very truly yours,

John Jones,
Assistant Librarian.

Observe that the left ends of these three closing entries are lined up perpendicularly and that sufficient space is allowed between the first and second lines to enter the name (in his own handwriting) of the person writing the letter. That name is then repeated in type—as it is often impossible to decipher, with certainty, a name written by hand. The last two lines of the closing signature are but one space apart.

As to the composition of the business letter the strictest care should be taken to avoid any grammatical errors. Misspelled words, too, are inexcusable. Paragraphs should be moderate in length and consistently balanced as to subject matter. Involved sentences destroy clearness. The contents of the letter should be stated as briefly as thoroughness and clarity of meaning will permit. Sentences should be worded simply and should bear directly upon the point at issue.

A business dignity may be maintained, tempered allways by a generous courtesy. One should never,--even in extreme cases--stoop to petty abuse or offensive sarcasm. It is well to reflect that "the other fellow" may have had fairly reasonable grounds for his irritation, and that you, the writer of the letter, may have been equally to blame with him for any misunderstanding that has arisen. A letter should never, in any of its statements, display the slightest evidence that the writer has lost his temper. In certain, though very rare, instances a marked degree of firmness seems to be actually needed on the part of the writer,--but even on such exceptional occasions as these, a respectful and courteous attitude should be maintained. A writer who becomes disrespectful in his language injures himself far more than he harms the party to whom his letter is addressed. (See sample of business letter following this page.)

As stated above, a carbon should be made of each letter written, and should be filed in a vertical filing cabinet, alphabetically by name of the party addressed,--this cabinet to be known as the Correspondence File. When an answer is received it should be attached to the back side of the letter it answers. If a letter is received (not in answer to any you have written) attach it to the back side of your answering letter,--thus permitting the two to be filed together under the name of the party with whom you are corresponding. In

Sample Copy of Business Letter.

LIBRARY
The University of Oklahoma
Norman, Oklahoma.

February 20, 1924.

G.E. Stechert & Company,
31-33 East 10th Street,
New York City,

Gentlemen:

On our order number 2224, dated September 29, 1923, we ordered a copy of "Rose, Elsie Whitlock - Cathedrals and Cloisters of the South of France", 2 volumes. On October 11, 1923 you reported this out of print and that you would look for a second hand copy. On another date you stated that you could not find it at second hand. We are writing to ask you to kindly advertise and make one more effort to secure a copy as this is the only work lacking to complete the set which we now have.

You will recall our order number 529, listing "Etheridge, George - Plays and poems, ed. by A. W. Verity". We notice in catalogue number 246 of W. Heffer, Cambridge, England that he lists as item number 286 "Etherege, George - Works, plays and poems, ed. by A. W. Verity". This seems to be the work which we desire and we will ask you, therefore, to kindly secure it for us from Heffer on our order number 529. The price Heffer quotes is 8s6d.

Very truly yours,

C. P. Baber

C. P. Baber,
Assistant Librarian.

CPB/MBS

the latter case the words "Answers attached letter" should be entered at the bottom of the page on the carbon copy.

On all book titles ordered a follow-up correspondence should be conducted if goods do not arrive within a reasonable time and all important information passed on to the professor interested. On Magazine Subscriptions delinquent issues should be immediately reported to the Agent so that he may secure the needed issues before they are exhausted from stock. In reporting magazine delinquencies very specific information should be given, such as Order Number, copy number, number of volume and issue, date of issue, etc.

d. Paid Invoices.

As will be again stated under a later heading, one copy of each Invoice is to be forwarded to the University Financial Clerk for payment,--and the other copy is to be kept on file in the Order Department of the Library. In the upper left hand corner of each Invoice should be stamped the word "Received" followed by the date on which the Invoice reached the Order Department.

After the Invoice is checked with the goods the carbon copy of it should be filed alphabetically by Firm name, first, and second by sequence of Order Number. These may conveniently be bound (in loose-leaf form to allow for later insertions) in good stiff covers and stood on shelves. A separate cover

may well be used for each Firm with whom a considerable volume of business is carried on,--whereas one cover will suffice for several lesser Firms.

Since each Invoice has entered upon it the Order Number to which it relates, the file of paid Invoices becomes a most useful reference asset. If a given Invoice contains titles representing more than one Order Number it should be sent back, for correction, to the Firm issuing it,--as an Invoice obviously cannot be properly filed unless it lists only titles belonging to a single Order Number.

e. Continuations List.

This consists of a separate list, alphabetical by title, of all the Continuations purchased for all departments on the campus. Each title on this list specifies the number of the issue with which the Continuation is to begin, and is followed by name of Fund on which ordered and Order Number. Whenever a new Continuation is ordered it is to be added to this list (inserted in its proper alphabetical place). No further entries than those specified above are needed on this Continuations List.

f. T. F. List.

Alphabetically by name of Fund this list specifies all of the Order Numbers (grouped by department ordering) representing every T. F. Subscription order on every Fund. When a new T. F. order is placed its Order Number is to be added to the group for that Fund. This separate list is kept merely for

convenient reference in balancing of funds.

B. FUNDS.

For the purchase of books and periodicals the President of the University, at the beginning of each fiscal year (which commonly dates from July 1st of one year to July 1st of the next) may list with the Order Department of the Library the Fund appropriated to each department on the campus.

During this period the head of a given department may instruct the Order Department of the Library to order any books or periodicals desired up to the limit of the Fund for his particular department. It is the business of the Order Department to keep a separate account of each Fund and not issue orders in excess of the money allowed.

Although the Order Department must closely watch each departmental book fund the Financial Clerk of the University may pay all bills from a single fund known as the Revolving Fund. He therefore pays no attention to the amounts expended for books and periodicals for any particular department (so long as the grand total does not exceed the combined amount for all departments) but leaves this detail to the Order Department. However, since, as pointed out above, the Financial Clerk has on file a copy of each Order Letter issued by the Order Department, he may, if the need arises, very easily determine just how much any individual department has

spent to date.

The checking up on each Fund is accomplished by means of the Order Number. A Ruled Sheet (consisting of heavy, stiff bond paper or light cardboard) is kept in each folder with the Green Sheets. This Ruled Sheet is headed with the name of the Fund, amount appropriated, and beginning and closing dates of the fiscal year to be covered. The remainder of this sheet is ruled into conveniently sized squares for entering the Order Numbers and cost items,--the first column of squares to the left being used for the Order Numbers (one square to each Order Number) and the column next to it being used for cost entries (the one cost item for each square constituting the total cost for all titles represented on the Order Number that is entered in the adjacent square to the left). There are, however, two exceptions to the above method of entry in the cost item squares. If a given Order Number represents a T. F. Subscription order or a Continuation order the entry to be made in the cost item square to the right of such Order Number is "T. F." or "Continuation" and no cost entry is made. This is for the reason that a T. F. or a Continuation order is <u>never completed</u> and hence no total cost can be entered. In such cases one must revert to the Green Sheet itself for information as to the amount of money expended on a given Order Number at that particular date. Invoices representing T. F. and Continuation orders are charged against the Fund for the fiscal year within which the date of bill falls.

Sample of Ruled Sheet.

Department - History
Fund - $700.00
Fiscal Year - July 1, 1925- July 1, 1926.

Order No.	Cost	Order No.	Cost	Order No.	Cost
7045	15.00				
7056	T. F.				
7073	6.90				
7080	75.00				
7102	Est. 25.00				
7115	Est. 6.00				
7116	T. F.				
7120	Continuation				
7122	12.00				
7123	56.90				

In a given cost item square on the Ruled Sheet no permanent entry can be made until all Invoices on that particular Order Number have come in and the words"Total Actual Cost" followed by the total amount, have been stamped in the lower right hand corner of the Green Sheet,--after which time the total cost is typed in the square. Until such time, however, an estimate may, for temporary reference convenience, be pencilled in. (See sample of Ruled Sheet herewith inserted).

A given Ruled Sheet, as already stated, represents a single Fund only, and that for but one fiscal year. The first Order Number to be entered upon it is for the first Order issued on that Fund falling within the date limits of that fiscal year. For example, no order on any Fund, for a given year, can be issued before the opening day of that fiscal year which is July 1st. No order can be issued later than the closing day of that fiscal year which is the following June 30th. Thus it will be noted that by this method a particular Order Number will mark the beginning point of the orders issued on a given year's appropriations, and a particular Order Number will mark the closing point for that year.

In addition to other files, showing Order Numbers that have been used, a Continuous List is kept which begins with Order Number 1 and is kept up to date. This record lists each Order Number,followed by the name of the Fund upon which issued. At the proper intervals on this list a notation

ive fiscal year closed. Each Ruled Sheet similarly shows, for a given fiscal year, the exact Order Numbers issued on that particular Fund.

At convenient intervals the Pink Sheets (which, as before stated, are filed by Order Number) are consulted and all Order Numbers that have not yet been added to the Continuous List referred to above are entered upon it to bring the list up to date. Then from this Continuous List the Order Numbers are posted to the Ruled Sheets representing the Various Funds to which they belong. For each Order Number thus posted the word "Posted" is stemped to the left of the Order Number on the Continuous List. Thus, after such posting has been done, one may, by consulting a given Ruled Sheet, determine exactly what orders have up to that date been issued on that Fund, and, by examining the Green Sheets fur such Order Numbers, ascertain the exact or estimated amount expended to date.

At any time, upon request, any professor may be informed as to the balance in the Fund which he controls. In the cases where given departments show little interest in the status of their Funds it is the duty of the Order Department to keep such departments advised of their unexpended balances, and thereby stimulate further purchases.

C. PLACING THE ORDER

a. Preliminary Routine.

Since orders come in on all sizes and shapes of paper and cards and in all grades of handwriting, it is well, for convenience, to first transfer, in pencilled handwriting, each title from the original MS to a small 3x5 copy slip,-- as such slips are most convenient to handle in any and all sorts of grouping. (If the original MS is in good legible handwriting, or typed, and has ample spaces for notations to be entered, it may not be worth the while to transfer titles to copy slips.)

After Order Cards have been made for titles listed on a given MS it should have marked upon it such memoranda as might be needed for future reference. The original MS may then be filed roughly, and, after about one year, discarded.

When an order is submitted to the Order Department the first step is to transfer the titles to 3x5 copy slips (one title to a slip) as stated above. The next move, in the routine is to take these titles through all of the Library records to ascertain whether the books in question are already on the Library shelves or have recently come and are yet uncatalogued or whether they have been previously ordered but have not yet arrived. To determine these facts three files

are consulted, namely, O. O., C. R. and the dictionary card catalog of the Library. It is immaterial as to the particular order in which these three files are examined, the attendant being guided in this respect by convenience.

When a given title is found listed in any of the three files referred to above, an entry to that effect should be pencilled on the copy slip. If the title is found in O. O. the entry should be "O. O." followed by the name of the Fund on which ordered. If the title is found in C. R. the entry is "C. R.", etc. If the title is found in the Library card catalog, the entries should show call number, Library in which the book is shelved, if other than the General Library (as, for example, Chemistry Library, Geology Library, etc.) and, if the book is listed as shelved in the General Library a further notation should be made specifying whether the book is now actually on the shelf, charged out, or in the Catalog Department in the process of being catalogued. If the book is on the shelf the entry is "in", if charged out "Chgd. out", or, if being catalogued,"In Catalog Dept.".

In addition to entering upon the copy slip the name of the file in which a given title is found, such other information should also be noted as will be of use in determining whether another copy will be wanted; such data should include the number of volumes or copies previously ordered or

received, name of publisher, publication date, particular edition, etc. If a title is found listed both in C. R. and in the Library card catalog the Accession numbers should also be entered on the copy slip to determine whether the Library possesses one copy only or more than one.

After the titles representing a prospective order have been taken through O. O., C. R. and the Library card catalog it is necessary to secure the trade information. This is done by consulting the various trade bibliographies, such as Library of Congress Card Catalog, U. S. Catalog, Publishers' Trade List Annual, and various foreign trade bibliographies. The trade items to be entered upon the copy slip for each title are name and address of publisher, date of publication, edition and list price. If a given book is in stock with the publishers the latest price will be found in the Publishers' Trade List Annual. In such case the copy slip should have entered upon it (in lieu of the numbered edition that would otherwise be specified) the word "latest".

Before finally typing the Order Card it is of utmost importance to verify each author's name and each title. If, in the process of such verification, it is found that any author's name or any title that has just been taken through the Library records is incorrect it becomes necessary to again take such names or titles through the records,--as the slightest difference in the spelling of a name, or the smallest error in a title, will

often make a given entry file in a distinctly different place in the scheme of alphabetical sequence. Among the more helpful books for use in verifying author and title entries are the U. S. Catalog, the English Catalog, and foreign trade bibliographies of various countries publishing books in other than the English language. In addition to these there are many reference books in which a particular author's name or a certain book title might naturally appear. General reference works such as encyclopedias, dictionaries, biographical sets, etc., are very helpful tools for such use. The Library of Congress Printed Card Catalog, if approximately complete, is by far the most useful source of verification,--as it purports to list the names of all books belonging to the Library of Congress and hence affords many foreign, as well as English, titles.

b. Typing the Order Card.

After the copy slips have been filled out with all the information called for in section a, above, this data is then transfered to the Order Cards. The arrangement of the entries to be typed upon the face of the Order Card is explained in the 1st and 2nd paragraphs of section A.a.,above. (See also sample on page 4).

If a copy slip shows that a given title has been found in any of the Library records that information should be noted in pencil on the reverse side of the Order Card after entering on the face of the card--in the extreme lower left corner--the word "Over". If the book about to be ordered is an added copy the letters "a.c." should also be pencilled on the face of the Order Card in the lower left hand corner. (See sample on page 4).

Should the copy slip show "latest" that word should be typed on the face of the Order Card (in the space provided for showing the edition) as it is used to take the place of a numbered edition.

If a title is to be ordered direct from the publisher the word "Direct" may be used in the left margin of the Order Card instead of the name of the publisher--as the latter already appears elsewhere on the card.

If a given order is for current Magazine Subscriptions ordered on a till forbidden basis the letters "T. F." should be entered, in capitals, in the upper left hand corner of the Order Card. If the order is for back numbers the Order Card should be headed "Back Numbers". In the case of a Continuation order the word "Continuation" is to be stamped in the left hand margin of the Order Card just above the printed heading "Date Ordered", and again in the two spaces otherwise reserved for "Date of Bill" and "Cost".

c. Typing the Order Letter.

The Order Cards having been filled out the Order Letter is now to be typed from them in conformity with the method specified in Section A.b., above. (See also samples opposite page 12.)

d. Selecting the Firm.

Book merchants are so numerous that it is not always easy to determine with what particular Firm a given order should be placed. Dealers in second hand books are continually flooding the mails with bargain lists and catalogs. The most useful of these lists and catalogs should be kept, temporarily, for reference,--as often a good deal of money may be saved by buying direct from one of such Dealers. Books listed as second hand are usually about as good as new. In a great many instances,too, books that are out of print may never be secured at all unless second hand copies are located.

In general practice, however, (aside from the instances in which second hand bargain lists may be made use of to advantage) it is more satisfactory and economical to purchase domestic books (i.e. books published in the U. S.) from reliable wholesale Agents. Such Agents usually grant libraries a larger discount than even the publishers themselves can offer,--this for the reason that an Agent is buying books in wholesale quantities from all publishers. (The usual reductions allowed to libraries are, roughly speaking, about as follows for American books: 10% on books one year old and 20% to 25% on books that have been published longer than one year.) Furthermore, by placing an order with a book Agent located in New York City the books wanted can be quickly secured by him from various publishers and shipped in a single package,--thus saving the Library a considerable amount in transportation cost.

Among the best wholesale Agents from whom to purchase domestic books may be mentioned G. E. Stechert & Company (most satisfactory of all), G. P. Putnams Sons, Baker & Taylor Company,--all of New York City--and A. C. McClurg & Company of Chicago. Most orders for out of print books are best placed with Stechert for the reason that this latter Firm is more successful in locating, thru advertisement, second hand copies, and has, perhaps, a larger number and greater variety of books in stock than has any other wholesale Agent in the United States.

Domestic Magazine Subscriptions may best be handled, also, thru an Agent such as F. W. Faxon Company of Boston, Moore-Cottrell of North Cohocton, New York, or Franklin Square Subscription Agency of New York City. It is most convenient, also, to place all Magazine Subscription orders, whether domestic or foreign, on a T. F. (till forbidden) basis to obviate the need of annual renewal orders.

Subscriptions to foreign magazines are best handled thru an American importer, for the same reasons as those (hereinafter stated) applying to foreign book shipments.

There are two principal methods of ordering books published in foreign countries, namely, placing the order direct with the foreign Dealer, or ordering thru an American Importer.

(1) If the Library is to do any considerable volume of business in purchasing books direct from foreign Dealers it is well that it should enter into a standing agreement with some particular U. S. custom house broker, who is thoroughly reliable, to act regularly as the Library's deputy and handle for it all foreign consignments. By this method the Library is not troubled with any of the details of entry, but simply instructs a foreign Dealer, at the time of placing an order with him, to consign the shipment, by freight, (for it is not necessary to employ a custom house broker for any other than freight shipments) to the Library in care of (giving name and address of broker). The foreign Dealer, by this arrangement, at the time of shipment, also sends direct to the broker specified, the necessary papers, among which are usually included

an ocean bill of lading, insurance papers, consular invoice (required when shipment has a value of more than $100.00) and a copy of his own invoice. The broker designated signs all necessary affidavits, as the Library's deputy, and, when bond is required to clear the shipment (which condition obtains when the shipment happens to arrive at port of entry ahead of the consular invoice) the broker furnishes the same. The broker also pays the ocean freight charges,--rebilling the Library for the same and adding his charges for clearing the goods. Extra cartage and storage charges are thus avoided, and goods are not delayed in transit. Before employing a broker the Library should determine whether it is cheaper to have all foreign shipments consigned to New York City or Galveston.

(2) In many or most instances the Library will find it more satisfactory and economical not to employ a regular custom house broker but to place practically all of its foreign orders (of any considerable size) thru a trustworthy American Importer. Stechert is the Importer used most extensively by libraries in the United States as this Firm is strictly honest and business like, is thoroughly established by long experience, and has, besides its New York City headquarters, branch houses in London, Paris and Leipzig.

Stechert is therefore in position to secure books from the important book markets of the world.

Furthermore, if it is desired to purchase a bargain set advertised at greatly reduced prices by some foreign dealer in second hand books, it is even then, (if the order is of any size) usually as cheap to order thru a reliable American Importer. The slight commission which such Importer may charge for procuring the particular set of books from the Dealer named is often more than offset by the additional formalities (causing delay in receipt of goods) and the extra cost (covering various charges made by government officials and commercial ports while the goods are in transit) which may result when the Dealer himself makes the shipment.

There is an immense amount of "red tape" connected with delivering a shipment of books from a foreign market to a given Library in the United States. Printed forms galore must be filled out showing delivery to, and receipt by, various Ports of Entry, Custom Houses, Steamship Companies, Ship Brokers, Consular Agents, Forwarding Agents, Customs Brokers, and what not. Somebody must attend to the making out of affidavits taking care of all such memoranda. Moreover, many of the concerns just named, make <u>additional charges</u>

for their part in the checking of the goods. For example, it is common for a customs broker to charge as much as $35.00 or $40.00 for releasing a shipment consisting of no more than a single average sized box of books,--the charges being for such items as freight and declarations abroad, ocean transportation, revenue stamps on entry, cartage to public stores, war tax, storage, drayage to freight depot, custom house bonds, etc. Some of these charges, it is true, are legitimate (such as those paid in advance by a reliable custom broker that the Library may employ regularly as its deputy--as described under (1) above) but others exhorbitant, if, as sometimes happens, a foreign Dealer, contrary to the Library's instructions sends goods thru a broker of his own selection. And, too, the formalities just referred to sometimes engender irritating delays in transit.

If, on the contrary, an order for foreign books is placed thru an American Importer he looks after all above mentioned details (including, on his invoice, merely what additional nominal charge is absolutely necessary to cover these extras) and sees to it that the goods keep moving without being held up, irregularly, at any point enroute.

It is well to note, by the way, that if a foreign shipment is to consist of only a few volumes, the same may be conveniently ordered direct from the foreign Firm, with instructions that they be sent by parcel post, insured. In this way the package

usually comes right thru and does not require any formalities such as apply to freight shipments, and no duty is to be paid. If a large shipment is broken up into smaller packages and sent parcel post the transportation charges are sometimes so exhorbitant as to render the parcel post method prohibitive,-- this in spite of the fact that book-post is considered one of the cheapest forms of transportation.

When foreign books are ordered thru an American Importer the only papers which the Library needs to fill out are affidavit blanks to be sworn to, showing that the books to be ordered are for Library use so that they may be admitted free of entry, and, after the books have been received, oustom delivery certificates signed to that affect.

Another very distinct advantage in purchasing foreign books thru an American Importer is that the invoices are made out in terms of U.S. money and the inconvenience of figuring monetary exchange is thus avoided.

D. HANDLING THE GOODS.

a. Dating and Grouping.

When books are unwrapped or unpacked a slip should be placed in each specifying date received. Also, in one of the books of each package should be inserted the label of the wrapper,—as such label shows by whom or by what Firm the books were mailed. This information item is often very important for temporary reference. Books are then to be placed (grouped by packages) upon shelves reserved for that purpose. Here the goods ordinarily remain until Invoices are received. In certain instances of extreme urgency books may be accessioned and sent on to the Catalog Department before Invoices come. For such cases the expression "Sent Ahead of Bill" is used. For routine in handling books"Sent Ahead of Bill" see Sections E.a., E.b., E.c., E.d.(1) and E.d.(2).

b. Checking Books with Invoices.

The next step is to stamp in the upper left hand corner of the duplicate copy of each Invoice the word "Received" followed by date the Invoice reached the Order Department, and stand the books on the shelves in the same order in which the titles appear on the respective Invoices.

It must at once be noticed whether all of the books listed upon a given Invoice have come. If so, such Invoice, and the books it represents, may be handled in accordance with the

regular routine set forth in later sections of this Manual. If, on the contrary, any Invoice lists charges covering one or more books not yet received, such Invoice should be held until all of the books charged upon it arrive. Or, if the lacking books cannot be supplied within a reasonable time the Invoice in question should be returned to the Firm issuing it, with instructions that they strike from it such titles and deduct a corresponding amount from the total charge. Or, if a Credit Memo is furnished, a copy of the same should be attached to each copy of the Invoice it is to discount. This credit should then be subtracted from the total charge on the Invoice,--preceded by the entry "Less Credit Memo Attached". On the Green Sheet, in subtracting this credit from the total for a given order, the entry should be, "Less Credit Memo Attached to Invoice of (giving the date and amount)" For further instructions on use of Credit Memos see Sections E.d.(1) and E.e.

c. Examining Books as to Author, Title and Edition.

After having checked a given Invoice, as explained D.b. above, and having noted that all the books it lists have come, the Order Cards for such books should next be removed from O.O. and for each book a very careful examination should be made of the entries on title page of book to make sure that the book received is exactly the same edition as the one ordered.

This examination should be made for all of the books listed on the Invoice before making any entry whatever in any book or on Order Cards or Order Sheets or in Big Accession Record. If it is found that any book sent is not exactly the same title or edition as ordered such book should be returned to the Firm from which ordered and a letter written stating the particulars. The Invoice in question must then be held up until the right book is received.

E. MAKING THE RECORDS AFTER BOOKS HAVE ARRIVED.

a. Entries in Big Accession Record.

In some libraries the accessioning is done as a part of the routine of the Catalog Department,--but, ordinarily it seems more logical that this part of the work be done by the Order Department at the time the books are being checked with Invoices and while the necessary notations are being entered in the various records.

The Accession Clerk should head each day's work with the current date,--as the date on which accessioned is often of considerable reference value in tracing a given book.

While legibility and neatness are prime essentials in accessioning it is also highly important that no errors be made,--as the Accession Number is the one and only symbol employed for the positive and final identification of each individual book.

The Big Accession Record is useful, also, for reference in claiming damages from insurance companies in the event of injuries to books in the Library from fire, etc. For this reason the volumes comprising the Big Accession Record should be kept in a safe or vault.

Some libraries use a card file for accession entries. Since cards are easily misplaced, however, it seems more satisfactory to use large bound volumes, properly ruled, with blank spaces provided for entering the various items of information that need to be recorded for each book. The "A. L. A. Standard Accession Book" made by the Library Bureau is perhaps the best for this purpose. Each volume lists 10,000 consecutive Accession Numbers with divided spaces, for each Accession Number, extending across the full width of two pages.

For convenience in reference each volume of this Big Accession Record should have stamped upon its back, on the outside of the binding, the beginning and the closing Accession Number contained

in that particular volume, as, for example, 20,001 - 30,000. These volumes, as already stated, should then be shelved in a vault (with the exception--during the day--of the one in current use) in such an order that they will form a continuous record from Accession Number 1 up to date.

After each Accession Number in the Big Accession Record, blank space is made for entries in the following order: Call Number; Number of volume, copy or edition; Author's name; Title; Place of publication; Name of publisher; Date of publication; Number of pages; Size of book; Kind of binding; Source from which purchased; Cost; Remarks. Some libraries may prefer to omit call number, size and binding--and, in the two columns provided for size and binding, substitute an entry showing the Date of Bill. Or, if the book has been "Sent Ahead of Bill", those words may be entered where Date of Bill would otherwise appear.

In making the entries for a given book the following rules should be observed: If no publication date is given use the copyright date preceded by a small c. If the book shows neither publication date nor copyright date use the initials "n.d." meaning "no date". In indicating paging only one number entry need be made if the book begins with page 1. Otherwise specify the

beginning and the closing page,e.g. 224-561. Or, if the book has a variety of pagings use the entry v.p. (various paging).

The Remarks column is used for any reference notation needed, such as "Withdrawn", "Lost", name of donar, or for any special information that should be recorded.

If the book to be accessioned is a small pamphlet that is not too thick to be stapled in a pamphlet binder (as for example a Gaylord Binder) the Accession Number (in the Big Accession Record and wherever it appears on other records) should have prefixed to it a small p.

In accessioning GIFTS the word "Gift" followed by source and received date should be entered in Big Accession Record, in the book itself, and also on a memorandum gift card (if such a card file is kept in the Order Department for temporary reference until the book gets into the hands of the Gifts and Exchange Department of the Library). The abbreviation "Ack" (acknowledged) followed by date and by initials of the person sending acknowledgment should also appear in the book itself and on temporary memorandum card.

In accessioning bound volumes of magazines received direct from the local Bindery the only entries to be made in the book

itself are the Accession Number and name of the Library in which the book is to be permanently shelved. If the bound magazine volume comes from the local Bindery to the Order Department thru the Periodicals Department the head of the latter department receipts one copy of the Bindery Ticket (two copies of which the Bindery makes out and sends with each consignment) returning it to the Bindery, and leaves the other ticket with the goods. If, on the contrary, the bound magazine volume received from the local Bindery comes direct to the Order Department the head of the Order Department receipts one copy of Bindery Ticket--returning it to Bindery--and leaves the other copy with the goods when the same are forwarded on to the Catalog Department. Furthermore, when any bound volume (whether a magazine or not) comes directly from the local Bindery to the Order Department the Bindery File should at once be consulted to determine whether the book just received had been previously sent, unbound, to the Bindery direct from the Order Department. If so, the Order Card is to be withdrawn and the Accession Number entered upon it. (Bindery File explained in Section I.)

b. Entries on Order Card.

Author and title entries on card should exactly follow the title page of the book. Accession Numbers are to be entered in the upper right hand corner on the face of the card unless lack of space forbid, in which latter case specify "Over" on the face of the card in the place where Accession Numbers would normally be entered and enter the Accession Numbers on the reverse side. After the Accession Number indicate exactly what volume, copy and edition each number stands for, and "a.c." if an added copy.

For each title the cost is entered in ink on the Order Card in the space provided in the lower left hand margin. Date of Bill is stamped in the space immediately above the cost item. After the cost specify, in pencil, volumes, copies, edition, and "a.c." if an added copy. The Order Card is now ready to be placed in the book it represents and passed for the work to be supervised.

In certain instances an unbound book ordered represents an incomplete unit for accessioning. In such case, (if the book is to be shelved in a Departmental Library) the entry to be made upon the Order Card is, in pencil, "Unac. and sent to (naming the department--and person--ordering the book)", followed by the date of such sending. The book is then sent direct

to the person interested and does not pass thru the Catalog Department at all. This is for the reason that such book will probably later (if indeed it is of sufficiently permanent value to be worthy of binding) be placed with other consecutive parts and bound into one unit. After it is thus bound it will then automatically appear for accessioning and cataloging. An illustration of this type of material is seen in certain odd numbers of bulletins. Another example is when an incomplete unit of some set which has not yet all been published, comes, and each succeeding part arrives as published. If, in this latter instance, such incomplete unit is to be shelved in the General Library, the parts, as they come, should be held in the Order Department and left unaccessioned until the future parts (needed to make a complete unit for accessioning and binding) are received. The Invoice furnished for each part, as sent, however, need not be held up. The Order Card should simply have entered upon it (in lieu of the Accession Number) the entry "unac. and held in the Order Dept. for arrival of (naming the parts yet forthcoming to make a complete unit", followed by specification of each issue, as it arrives, and the date of arrival. After succeeding parts necessary to complete a unit for binding have come they should be sent to the Bindery direct from the Order Department in accordance with the routine prescribed under Section I. If, on the contrary, the

type of incomplete unit described immediately above is to be shelved in a Departmental Library it is sent over (in its unaccessioned and incomplete form) to such department. (See samples below for Order Card entries.)

Class No. Sample | of Incomplete Unit for a Departmental Library.

Unac. & Sent to Pharmacy (Shoemaker) FEB 17 '26 - Vol. 3 (Pages 737-1130) unbound. MAR 3 '26 - Vol. 4 unbound.

No. of Copies

Author's surname, followed by given name or initials

Thoms, Hermann.

Title

Handbuch der praktischen und wissenschaftlichen pharmazie. 6 Vols.

Vols.

Date ordered OCT 16 '25

Of Stechert

Edition | Year | Publisher | List Price

Oscar Rothacker, Berlin Total 74.40

Received 8973

Requested by

Date of bill FEB 27 '26 FEB 14 '26

Notify Pharmacy- Address Shoemaker-

Cost per copy 1.80 = Band 3 pages 737-1130, unbound 2.00 = Band 4 Part 1, unbound

Reviewed in

Approved by Pharmacy-

Libraries combining order and accession records may use the reverse of this card for recording Accession Nos., symbols of branches, etc.

Class No. Sample | of Incomplete Unit for the General Library.

Unac. and Held in Order Dept for arrival of parts 19+20 needed to complete Vol. 3 FEB 17 '26 - V. 3, Pts. 1-18 in 18 unbound vols. MAR 1 '26 - V. 3 Pts. 19-20 in 3 unbound units.

No. of Copies

Author's surname, followed by given name or initials

Title

British and Colonial prize cases.

Vols.

Date ordered NOV 13 '25

Of Stechert

Edition | Year | Publisher | List Price

1916-1919, Lond., Stevens.

Received 6879

Requested by

Date of bill JAN 30 '26 JAN 19 '26

Notify General- Address Rader-

Cost per copy 2.30 - V. 3, Pts. 1-18 in 18 unbound vols. unbound set. 87 - V. 3, Pts. 19-20 unbound set.

Reviewed in

Approved by General-

Libraries combining order and accession records may use the reverse of this card for recording Accession Nos., symbols of branches, etc.

In the case of Continuations the word "Continuation" is to be stamped in the left hand margin of the Order Card in the spaces under "Date of Bill" and "Cost" and the trade information and Accession Number entered on verso of card as follows: Vol. 24(1922) 1 June 1923 $6.98 46789. This entry should be made in ink, either stamped or written in very small handwriting to conserve space for the later entries to be made when later volumes appear.

In certain emergencies when a book is so urgently needed that it cannot well be held until the Invoice is received it may be sent on ahead of the Invoice. In such case the book is accessioned,--but instead of entering in its margin the usual trade items the word "Received" is stamped there, followed by the date the book was received, and the name of the Firm from whom ordered, followed by the words "Sent Ahead of Bill". The Order Card, in lieu of Date of Bill and cost, will have entered in its lower left hand margin the word "Received (with date)" and words "Sent Ahead of Bill". The card should also in such cases have stapled to its face a narrow strip of colored paper or light cardboard on which the same words are entered, "Sent Ahead of Bill". This attached slip will make the card particularly noticeable in the files, and be a reminder that the Invoice has not yet come. After the Invoice

comes the Order Card is withdrawn again and the Date of Bill and cost items entered upon it--the old pencilled entries and attached slip having first been removed. At the same time the regular entries are to be made on the Green and Pink Order Sheets as specified in Sections E.d.(1) and E.d.(2).

In the case of a T. F. Magazine Subscription the spaces in the lower left margin of the Order Card provided for the Date of Bill and cost are stamped "Over" and on the back of the card (beginning at the top after the card has been inverted) the entry to be made is, in small handwriting, first the Date of Bill, followed by cost, followed by volumes or time period the charge covers. Particular care should be taken that each charge made exactly covers a period beginning where the old period (covered by the last preceding charge) leaves off. Above entries may best be made with pencil so that erasing may be easily done in case of a needed correction later.

For Back Numbers of unbound magazines the entries to be made on the Order Card are similar to those made for bound books except that of course they are not to be accessioned and hence the entry "Unac. and sent to (naming the department and person)" is to be used as explained above. If such Back Numbers are to be shelved in a Departmental Library the Order Department is to

send them direct to such Library, but if they are to be shelved in the General Library the Order Department is to send them to Periodicals Department.

When a large number of miscellaneous Back Numbers are listed on a single Order Card it is convenient to use (after the cost and after the "Unac. and Sent to ____" statement) such entries as "=those bracketed", "=all as ordered", and similar expressions, to obviate the need of crowding the blank space on the Order Card and Order Sheets with so many volume and number notations.

c. Entries in Book Itself.

At the same time that the Accession Number is being entered upon the Order Card it is also entered twice in the book itself, first at the bottom of the page following the verso of the title page and again at the bottom of page 25 of the text matter. If there is no page 25 (either in the preliminary or text paging) the Accession Number is entered in the book only once. Keep the Accession Number well away from the extreme edges of the page. After the Accession Number (following the title page) specify copy number or "a.c." when necessary for identification purposes.

The trade items are to be entered in the left hand margin of the same page where the Accession Number first appears, and should follow an order of entry thus, (entries to be made with rubber stamps as far as possible) beginning near the bottom of the page and well in from the hinge: Name of the Library in which the book is to be shelved, Invoice date, Firm from whom ordered, cost, specification of edition, copies, parts, volumes,and "a.c." if book is an added copy. Toward the top of the page (in the same margin) stamp the name of the Fund on which the book was ordered. In case a book is to be shelved in a Departmental Library it is not necessary to stamp in it the name of the Fund, as, in such instance, the name of the Library and the name of the Fund are identical.

When a book belongs to a Continuation order the word "Continuation" should be stamped in it immediately following the trade items.

In a case where the book is to be "Sent Ahead of Bill" the trade items to be entered in it are the same as in the regular procedure with two exceptions, viz. Instead of the Date of Bill a received date is used preceded by the word "Received", and in lieu of the cost item the words "Sent Ahead of Bill" are to be entered.

When a given title, on a single Order Card, represents several volumes or copies and these volumes or copies are billed, in lump sum, on a single Invoice, the trade items need by entered in only the first volume--but the name of Library in which the book is to be shelved, and the name of Fund on which ordered are both to be repeated in each volume or copy.

After the entries (described in the preceding paragraphs) have been made in the book a notification slip should be inserted instructing the Catalog Department to notify the person who placed the order,--naming that person.

d. Entries on Order Sheets.

(1) Green Sheet.

On the Green Sheet first make any needed author or title corrections to exactly agree with the corrected Order Card. Stamp Date of Bill in the margin to the left of the author's name. In the margin at the right of the title enter, in pencil, the Invoice charge, following it by specification of copy numbers, volume numbers, edition, etc.,--same as entries that follow the cost on the Order Card.

A transportation charge (express, postage, freight, cartage, crating, etc.) is not considered a part of the cost of the book itself and is therefore entered, separately, in the lower right

corner of the Green Sheet near the bottom, preceded by Date of Bill and "Transportation" stamp, thus: Transportation OCT 20 '28 15ø. A binding charge, however, is counted a part of the cost of the book.

The Green Sheet must show every charge (of whatever kind) that occurs on the Invoice. If the cost of a telegram (as in the case of a "Wire Rush" order) does not appear on the Invoice, and is paid out of a general expense fund of the university instead of coming out of the book funds, no record of it need be made by the Order Department. The same may be said of transportation charges on "Collect" shipments. But if charges of these kinds are paid out of the book funds, the Order Department will of course need to take them into account.

If the book invoiced is a Continuation no Date of Bill is to be entered on Green Sheet (as such an entry on the Order Card is sufficient). The cost item, however, is entered at the right of, and below, the title, followed by the number of the particular volume which the cost covers.

In the case of an Invoice covering current Magazine Sub-

scriptions on a T. F. basis the Date of Bill (instead of being stamped in the left margin of the Green Sheet is stamped immediately below the title at the extreme left, and is followed by the cost and volume or time-period covered, thus: FEB 1 6 '29 $3.00=Calendar Year 1928.

When the Order Department sends a book on ahead of the bill no entry is needed on the Green Sheet until after the Invoice comes.

An Invoice listing charges, on a given order, for a number of current Magazine Subscriptions often specifies a lump discount. In such case this discount may be equally divided (barring fractions) among all the titles listed,--with the exception of those for which the Invoice specifies the charges are net. The prices thus discounted are the ones to be entered on the Green Sheet. Furthermore, when a Credit Memo is being used to discount an Invoice listing Magazine Subscriptions it may be divided equally among all titles listed,--and a pencilled note should be made near the bottom of the Green Sheet as follows: "See Credit Memo of (giving date) $1.85, attached to Invoice of (date)". If an Invoice listing Magazine Subscriptions is to have its total charges reduced by both a lump discount and a Credit Memo

these two discounts may be added together and their total distributed equally among all the titles listed. Or, if preferred, the discount or Credit Memo may be treated as a lump, instead of distributing it.

When an Invoice is to be discounted by a Credit Memo (in cases other than those representing Magazine Subscriptions) the note to be made at the bottom of the Green Sheet is "Less Credit Memo attached to Invoice of (giving date and amount)". Such amount is then deducted from the total charge for all of the titles listed on that order;--the net amount will then represent the Total Actual Cost for that order. (See Sample D following page 11.)

(2) Pink Sheet.

On the Pink Sheet first make author and title corrections to agree with those made on the Green Sheet and the Order Card. Stamp at the left of the author's name the date on which the book was received. At the right of the title stamp "Forward for Payment" followed by the date of the forwarding of the original Invoice to the Treasurer's office. After the "Forward for Payment" stamp and date specify copy number, volume numbers, edition, etc. to agree with such entries on the Green Sheet. For a Continuation no received date is to be stamped to the left of the author's name, on the Pink Sheet. If the Invoice charge is for a Magazine Subscription the volume or time period covered by such charge is to follow the forwarding date and the entries are to be made immediately under and to the left of the title, thus: Forward for PaymentFEB 1 6 '29 =Cal.Yr.1928.

When the Order Department sends a book on ahead of the Invoice no entry is needed on the Pink Sheet until the Invoice arrives.

(3) Yellow Sheet.

No entries whatever are needed on the Yellow Sheet.

e. Entries on Invoice.

Author and title entries should first be corrected to agree with entries on the Order Card--at least in so far as there is any question as to identity of title. It should also at once be ascertained whether the Invoice bears the correct Order Number, and whether the charges have been correctly totalled.

After the cost items on the Invoice have been transferred to the other records, as formerly explained, a check "✓" should be made after each charge and both copies of the Invoice stamped with the words "Forward for Payment" followed by the date of forwarding same to the Treasurer's office. The name of the head of the Order Department should also be stamped, for example,

Forward For Payment FEB 16 '26
C. P. BABER
ASS'T. LIBRARIAN

The Original copy of the Invoice is now ready to be sent to the Treasurer's office, and the duplicate copy filed in the Order Department in the manner described in Section A.d.

If a Credit Memo is to be used to partially offset the total charges on a given Invoice it should be stapled to the original

copy of the Invoice and a note made on the Invoice as follows: "Less Credit Memo Attached", naming the amount. This Credit Memo item should then be subtracted from the Invoice total. A duplicate copy of such Credit Memo should also be made and stapled to the duplicate copy of the Invoice,--as a record for the Order Department. The duplicate Invoice should then carry the same Credit Memo notation as the original. A Credit Memo should not be used to discount any Invoice listing charges for a title belonging to a Continuation Order, as it is much more convenient (in the keeping of the records) to apply each Credit Memo to some order that does not involve Continuations.

If a Credit Memo is to be used on an Invoice representing T. F. items (i.e., current, continuous Magazine Subscriptions) the notation to be made on the Invoice is the same as above, namely, "Less Credit Memo Attached". However, in this case such credit may be divided up equally (barring fractions) among all of the titles listed on the Invoice. When a Credit Memo amount is thus divided up among several items no mention of such division need be made on the original copy of the Invoice; but on the duplicate copy (which is to be filed in the Order Department) a statement should be entered after the Credit Memo amount to the effect that this amount is being distributed to discount all of the titles. Then the discounted cost should be specified, after each title, on the duplicate Invoice. It is this discounted

Sample of Invoice Showing Distribution of Lump Discount and Credit Memo.

The F. W. Faxon Company Date Nov. 11, 1925.
83 Francis Street, Boston, Mass.

Received NOV 16 '25

Order # 2933

To University of Oklahoma Library,
Norman, Oklahoma.

Subscriptions.

American City. Vols. 34-35	1925	3.90 (less .40) = 3.50 ✓
American Machinist. Vol. 63,	1926	5.00 (less .40) = 4.60 ✓
Amer. Soc. of Civil Engineers. Proc. Vol. 52,	1926.	6.75 (less .40) = 6.35 ✓
Architectural Forum. Vols. 44 & 45.	1926.	5.00 (less .40) = 4.60 ✓
Architecture & Building. Vol. 58,	1926.	2.55 (less .40) = 2.15 ✓
		$23.20 21.20 ✓

Discount → 1.00
Total $22.20
Less Credit Memo attached → 1.00
21.20 ✓

2.00 divided equally among all titles

Forward For Payment NOV 17 '25
C. P. BABER
ASS'T. LIBRARIAN

price that is to be entered on the Order Card and the Green Sheet. If the Invoice shows a lump discount and a Credit Memo is also to be used on that Invoice the two may be added together and divided equally among the various titles. If there is a lump discount only, it may be equally divided among all of the titles with the exception of those for which the Invoice definitely specifies the charges are net. (Sample inserted following this page). If the Library prefers, it may treat discounts and Credit Memos in lump, rather than distributing them.

If an Invoice lists its charges in terms of foreign money (i.e. francs, marks, etc.) the same may be reduced to U. S. money and paid in U. S. dollars and cents,--in which case the

Sample of Credit Memo.

Typed Copy DUPLICATE

Merchandise Voucher Boston, June 3, 1925

F. .. FAXON COMPANY

CREDIT Library,
University of Oklahoma,
Norman, Okla.

Nation's Business Jan.-Dec. 1925 1.00 ✓
Cancelled su scription; credit
cancelling our charge on bill of
July 5, 1924.

C. P. BABER, Ass't. Libr.

price that is to be entered on the Order Card and the Green Sheet. If the Invoice shows a lump discount and a Credit Memo is also to be used on that Invoice the two may be added together and divided equally among the various titles. If there is a lump discount only, it may be equally divided among all of the titles with the exception of those for which the Invoice definitely specifies the charges are net. (Sample inserted following this page). If the Library prefers, it may treat discounts and Credit Memos in lump, rather than distributing them.

If an Invoice lists its charges in terms of foreign money (i.e. francs, marks, etc.) the same may be reduced to U. S. money and paid in U. S. dollars and cents,--in which case the amount is computed on the basis of the current rate of exchange (the rate used being specified on the Invoice). However, it is usually better to have Invoices paid in foreign currency. In such case the Treasurer simply buys (thru a local bank) a foreign draft on some large eastern bank (such as, for example, Irving Bank, Columbia Trust Company, New York City) the draft being in terms of francs, marks, etc. When the local bank gets the returns from this transaction it notifies the University Treasurer, who, in turn, reports to the Order Department the U. S. equivalent. When an Invoice is thus paid in terms of foreign money the Order Department, in making its records, specifies the charges in foreign terms,--then, later, after the Treasurer reports the U. S. equivalent, such charges are to be entered on the Invoice (in dollars and cents) in

parenthesis after the corresponding foreign total,--as, for example, 613 pesetas (i.e. $87.27). In most, if not all cases it will not be of any advantage to add the U. S. equivalent in parenthesis after each individual title on the Invoice but simply after the total. Nor will it be necessary to add such parenthetical equivalent after foreign prices on the Order Card or the Green Sheet,--except for the Total Actual Cost on the Green Sheet.

F. FOREIGN MONETARY UNITS, VALUE OF.

The value of foreign monetary units in terms of U. S. money is subject to wide fluctuation. The ratio, normally, over a considerable period of years was about as indicated below,--tho the World War, and other periodic conditions, have greatly affected the valuation of certain of these units.

(French) Franc	19.3¢
(German) Mark (now Reichsmark--same as Gold Mark)	23.8¢
(English) Pound sterling	$4.86
(English) Shilling	24.3¢
(Spanish) Peseta	19.3¢
(Italian) Lira	19.3¢
(Greecian) Drachma	19.3¢
(Swedish) Crown	26.8¢

(Russian) Ruble (since World War practically valueless) . . . . . 51.5¢

(Mexican) Dollar . . . . . 45¢

(Japanese) Yen . . . . . 49.8¢

(Chinese) Tael . . . . . about 63¢

(Dutch) Florin (also called Guilder) . . . . . 40.2¢

G. FORWARDING BOOKS TO CATALOG DEPARTMENT.

After all the records have been marked--as per the foregoing directions--the books listed on a given Invoice (together with the Invoice, Order Cards, Green and Pink Order Sheets and Notification Slips) are placed upon the supervisor's desk. The supervisor then carefully examines the books, Order Cards, Order Sheets, Invoices, etc. for possible errors,--then files all Order Department records and transfers the books to the Catalog Department. In each book, before it is transferred to the Catalog Department, a slip is placed, indicating what department is to be notified after the cataloging process has been finished.

H. THESES.

A university commonly requires that two bound copies of each thesis be cataloged for the General Library. In accessioning a thesis the only entry to be made in the book

itself is the word General and the Accession Number followed by the copy number. A blank, white memorandum 3x5 oard is then filled out to show author, title, year, Accession Numbers and oopy numbers. (See sample below). As a reference convenience this oard is placed in a separate file called the Thesis File.

Sample of Card for Thesis File. 69413=Cop.1
69414=Cop.2.

Conrad, Jesse Benton.

Hawaiian Islands under the United States.

1925.

I. MATERIAL SENT DIRECT FROM ORDER DEPARTMENT TO BINDERY.

No unbound book (if it is in one complete unit for accessioning) is sent directly from the Order Department to

the Bindery but is accessioned and sent on to the Catalog Department in the same manner as a bound book--the Catalog Department later sending it to the Bindery.

However, it now and then occurs that some work which has been ordered comes in several paper-covered parts in such form that no single unit is complete. In such an instance, if, by combining two or more of these units, a complete volume can be formed, the parts are left unaccessioned and sent directly from the Order Department to the Bindery,-- and the Accession Number is later entered after the parts have been bound into one volume. Before binding is done the temporary notation "Unac. until bound" is pencilled on Order Card.

If, also,as often happens, an unbound unit comes, as ordered, but will need to have combined with it the next unit (to be published at some later date) to make a complete volume for binding, the incomplete unit which has already arrived (if the books are to be shelved in the General Library) must be held in the Order Department until the necessary forthcoming units arrive to combine with it-as explained in Section E.b. If, however, as also explained in Section E.b., the books are to be shelved in a Departmental Library,the Order Department sends them, unaccessioned, in their unbound and incomplete condition, direct to such Departmental Library and that department must look after the binding arrangement.

In sending publications direct from the Order Department to the Bindery two 3x5 colored cards are filled out, exactly alike, with the necessary entries, and both signed by the foreman of the Bindery. One copy of the card is kept in the Bindery and the other is filed in the Order Department in the Bindery File. The entries to be made on the colored card are as follows: In the upper right hand corner is entered the Order Number on which the goods were purchased. Immediately under this number is specified the Fund on which purchased. Then follow, on the body of the card, the title, specification of parts, and date of sending to the Bindery. After the goods are returned bound that fact is noted on the card, followed by the date. The Bindery's copy of the card is at the same time receipted. (See sample below). The Order Card is then withdrawn and the Accession Number entered upon it.

Sample of Card for Bindery File. Order #6879
General

British and Colonial prize cases.
Bindery MAR 3 '26 = Vol. 3, parts 1-20 in 20 unbound numbers.

(Signature of Bindery Foreman)

Returned from Bindery APR 2 '26 = Vol. 3, parts 1-20 in one binding.

(Signature of Order Dept.)

In addition to receipting one copy of the colored card the Order Department should also receipt one copy of the Bindery Ticket (which the Bindery makes out for each consignment) and return the same to the Bindery.

The binding routine just set forth presupposes the existence of a local Bindery either in the library building or in the same town, operated by funds entirely distinct from the book funds.

If goods must be shipped to an out-of-town Bindery the college or university library quite commonly maintains a binding department separate from the Order Department. Chapter 12 of F. K. W. Drury's book "The Selection and Acquisition of Books for Libraries", A. L. A., 1929, presents in quite minute detail a routine that may well be followed by the library that must send its books and periodicals to a distant Bindery.

I N D E X

A

"A.C.", meaning of and when and where specified 29, 41, 44, 49, 50, 51, 54.
Accession number, entry of in book itself 49, 50.
Accession number, entry of on order card 44, 47, 62.
Accession number, how withdrawn 42.
Accession number, prefixing of "p" to 42.
Accession Record, description and use of 39-42.
Accession Record, insurance value of 40.
Accessioning of bound volumes of magazines 42, 43.
Accessioning of gifts and theses 42, 59, 60.
Acknowledgment of gifts 42.
Added Copy, see "A.C.".
Advertising for second-hand books 30, 31.
Affidavits used in securing books duty free 34, 36.
Agent, employment of in the purchase of books and magazines 31, 32.
Appropriation of funds for purchase of books and periodicals 21, 22, 23, 24.
Author and title, verification of 27, 28, 38, 39.

B

Back numbers of magazines, how goods are checked on the records 30, 48, 49.
Back numbers of magazines, how ordered 13, 30.
Bargain lists, importance of 30, 31, 34.
Big Accession Record, see Accession Record.
Bill, see Invoice.
Bindery File, description of and sample of card for 43, 62.
Bindery, sending of goods to and receiving of goods from 42, 43, 60, 61, 62, 63.
Bindery Ticket, use of 43, 63.
Binding charge occurring on invoice, how figured 52.
Blank card, attachment of for correspondence data 8.
Bond, method of furnishing to clear a shipment 33.
Books, checking of with invoices 2, 37, 38, 39.
Books, domestic and foreign, how ordered 25-36.
Books, entries to be made in 47, 49-51.
Books, examination of to verify author, title and edition 38, 39.
Books, grouping and dating of upon arrival 37.
Books, how sent on to catalog department before invoice arrives 37, 41, 47, 48, 50, 53, 55.
Bound magazines, see Magazines, bound.

Broker, method used by in handling consignments 32, 33, 35.
Business courtesy in correspondence 18.
Business letter, attachment of answering letter to 18, 19.
Business letter, description, size, quality of paper, form, composition, etc. 15, 16, 17, 18.
Business letter, how filed 15, 18, 19.
Business letter, sample of showing correct form--opposite page 19.
Business letter, see also Correspondence.

C

Cancelling a book order 6.
Cancelling a magazine subscription 8, 9.
Catalog Department, instructions to as to notification of professors 51, 59.
Catalog Department, sending of goods to from order department 2, 43, 51, 59, 61.
Checks of one branch of work upon other branches 3, 15.
Collect charges on book shipments, how treated 52.
Color scheme for order letters 11.
Concentration and accuracy, importance of 3.
Contents, table of 1.
Continuations, definition of 9.
Continuations, entries for in book itself 50.
Continuations, entries of on "Continuations List" 20.
Continuations, entries on order card for 9, 10, 30, 47.
Continuations, entries on pink and green sheets for 12, 52, 54.
Continuations, how charged against a given book fund 22.
Continuations, how entered on "Ruled Sheet" 22.
Continuations, how order cards are filed for 9.
Continuations, how ordered 9, 12, 20.
Continuations List, explanation of 20.
Continuations, sample of order card for 9, 10.
Continuous List, definition of 23, 24.
Continuous List, posting from to Ruled Sheet 24.
Copy slip, use of in preparing an order 25, 26, 27, 29.
Correspondence File 15, 18.
Correspondence, form and method of explained 15-19.
Correspondence notations on back of order card 5, 19.
Correspondence notations on blank card for magazine subscriptions 8.
Correspondence received, attachment of to carbon in Correspondence File 18, 19.
Correspondence, sample of business letter--opposite page 19.
Correspondence, see also Business Letter.

Cost, see Total Actual Cost.
Courtesy, need of 2.
Credit Memo, how used to discount charges 38, 53, 54, 55, 56, 57.
Cross references 7.
Current Receipts file 5, 15, 26, 27.
Current Subscriptions file 6, 7.
Custom House Broker, employment of in the purchase of foreign books and magazines 32, 33, 35.

D

Date slip, use of 37.
Dead File 6.
Delinquency reports on magazine subscriptions 19.
Departmental funds, see Funds.
Deputy, employment of to handle foreign orders 32-36.
"Direct", meaning and use of 29.
Discount, customary rate of on books 31.
Discounts by credit memo, how distributed among magazine titles 53, 54, 56, 57.
Discounts, lump, how distributed among magazine titles 53, 54, 57.
Discounts, sample of invoice showing distribution of among magazine titles--opposite page 58.
Drafts, drawing of in payment of foreign claims 57.
Duplicate Sheet, see also Order Letter.
Duplicate Sheet, use of 10, 11, 14.
Duty charges, exemption from on library orders 36.

E

Exchange, see Foreign Exchange.

F

Files, consultation of in preparing an order 26, 27, 28.
Files, list of used in order department 4-21.
Financial clerk, duplicate copy of invoice and order letter furnished to 11, 14, 19, 21, 54, 55.
Firm, facts aiding in the selection of 30-36.
Fiscal year, date of beginning and ending of 21, 23, 24.
Fiscal year, how beginning and closing order for is determined 23, 24.
Foreign exchange, how figured 57, 58, 59.
Foreign money, method of remitting drafts in 57.
Foreign money, see also Money.
Foreign shipments, formalities connected with 32-36.
Forwarding of invoice for payment, how recorded 54, 55.
Funds, accounting of, and differentiation of by departments 21, 22, 23, 24, 26.
Funds, list of, how recorded 21.
Funds, period during which effective 21, 23.

G

Gifts, how handled 42.
Green Sheet, attaching of telegram to 13, 14.
Green Sheet, binding of for permanent reference 14.
Green Sheet, entries on for back numbers of magazines 49, 51.
Green Sheet, entries on for books 11, 12, 13, 14, 51, 52, 53, 54.
Green Sheet, entries on for continuations 52.
Green Sheet, entries on for magazine subscriptions 52-54.
Green Sheet, figuring total actual cost on 22, 23, 24, 52, 54, 58.
Green Sheet, how affected by credit memos and other discounts 38, 53, 54, 57, 58.
Green Sheet, purpose of, and how filed 11, 14, 15.
Green Sheet, sample of--opposite page 12.
Green Sheet, see also Order Letter.
Green Sheet, transportation charge notations on 51, 52.

I

Importer, employment of in the purchase of foreign books and magazines 32-36.
Incomplete unbound units (other than magazines) how handled 44, 45, 46, 60, 61.
Invoice, checking of with goods 2, 7, 8, 19, 37, 38, 39, 55-58.
Invoice corrections, how made 20, 38, 55.
Invoice, disposition of original and duplicate copies of 19, 20, 55.
Invoice, foreign exchange notations on 57, 58, 59.
Invoice, forwarding of for payment 19, 54, 55.
Invoice, how discounted by credit memos 38, 53, 54, 55, 56, 57.
Invoice, how filed and bound 19, 20, 55.
Invoice, how paid in foreign currency 57, 58.
Invoice, sample of showing distribution of lump discount and credit memo among magazine titles--opposite page 58.
Invoice, specification of order number on 20, 55.
Invoice, stamping of received date on 19, 37.

L

"Latest", meaning and use of 27, 29.
Letter, see "Business Letter" and "Correspondence".
Lost or worn out books, withdrawing of accession numbers for 42.

M

Magazine subscriptions, cancellation of 8, 9.
Magazine subscription, correspondence notations relating to 8, 19.

Magazine subscriptions, delinquency reports on 19.
Magazine subscriptions domestic and foreign, how ordered 6, 7, 8, 12, 13, 30, 32.
Magazine subscriptions, entries for on "T. F. List" 20.
Magazine subscriptions, file of 6, 7.
Magazine subscriptions, form of order letter for 12, 13.
Magazine subscriptions, how invoices for are handled 7, 8, 45, 53, 54, 56, 57.
Magazine subscriptions, sample of order card used for 7, 8.
Magazine subscriptions, specification of different copies of, 7.
Magazine subscriptions, use of additional order cards attached 7, 8.
Magazines, back numbers of, how goods are checked on the records 30, 48, 49.
Magazines, back numbers of, how ordered 13, 30.
Magazines, bound, accessioning of 42, 43.
Magazines, bound, received from bindery direct, manner of handling 42, 43.
Magazines, bound, received from periodicals department, manner of handling 43.
Magazines, changes in title of 7.
Memoranda, careful keeping of for all routine details 3.
Money, foreign units, value of 57, 58, 59.
Money, see also "Drafts", "Foreign Exchange" and "Foreign Money".

N

Notification slip, use of 51, 59.

O

"O. O.", see Orders Out.
"O. R.", see Orders Received.
Order Card, correspondence notations on 5, 8, 19.
Order Card, description, size, quality of, and general entries on 4.
Order Card, entries on for back numbers of magazines 30, 48, 49.
Order Card, entries on for books 4, 29, 44-48.
Order Card, entries on for continuations 9, 10, 30, 47.
Order Card, entries on for magazine subscriptions 6, 7, 8, 30, 48.
Order Card, entries on for unaccessionable material other than magazines 44, 45, 46.
Order Card, samples of 4, 5, 7, 8, 9, 10, 46.
Order Card, the unit of the order system 4.
Order Card, typing of 29, 30.
Order Card, various files for 4-10.
Order Department, equipment, arrangement, appearance of,3.
Order Department, its purpose and service 2.
Order Department staff, general instructions to 2, 3.
Order Letter, description, size, quality of, and general entries on 10, 11, 13.

Order Letter, disposition of the five copies of 10, 11, 14, 15.
Order Letter, form of for back numbers of magazines 13.
Order Letter, form of for books 11, 12.
Order Letter, form of for continuations 12.
Order Letter, form of for magazine subscriptions 12, 13.
Order Letter, samples of--opposite page 12.
Order Letter, see also Original Sheet, Duplicate Sheet, Green Sheet, Pink Sheet, Yellow Sheet.
Order Letter, typing of 10, 11, 30.
Order Letter, various files for 10-15.
Order Number, agreement of order letter and order card with respect to 12.
Order Number, the key symbol of the order department 4, 12, 22, 23, 24.
Order Sheet, see Order Letter.
Orders Out file, 5, 15, 26, 27.
Orders Received file 5, 6, 15.
Original MSS, how marked, how filed and when discarded 25.
Original Sheet, see also Order Letter.
Original Sheet, use of 10, 11, 12, 14.
Out of print books, securing of 30, 31.

P

Pamphlet binder, meaning and use of 42.
Periodicals, definition of 9.
Periodicals Department, receiving of goods from 43.
Periodicals, see also "Magazines" and "Continuations".
Person submitting order, informing of as to correspondence received 19.
Pink Sheet, binding of for permanent reference 14.
Pink Sheet, entries on for back numbers of magazines 49, 54.
Pink Sheet, entries on for books 11, 12, 13, 14, 54.
Pink Sheet, entries on for continuations 54.
Pink Sheet, entries on for magazine subscriptions 54.
Pink Sheet, posting from to Continuous List 24.
Pink Sheet, purpose of and how filed 10, 11, 14, 15.
Pink Sheet, sample of--opposite page 12.
Pink Sheet, see also Order Letter.
Port of entry, selection of 33.
Posting to ruled sheet 24.
Proofing of all work, necessity of 3, 59.

R

Revolving Fund, meaning of 21.
Routine, continuity in method of 3.
Rubber stamps, use of 10, 50.

Ruled Sheet, definition of and method of entries on 22, 23, 24.
Ruled Sheet, how filed 22.
Ruled Sheet, pencilled cost entries 23, 24.
Ruled Sheet, posting to from Continuous List 24.
Ruled Sheet, sample of--opposite page 23.
Ruled Sheet, typed cost entries 23.
Rush and Extra Rush orders, explanation of 13.

S

Samples of various kinds 4, 5, 7, 8, 9, 10, 46, 60, 62 and opposite pages 12, 14, 19, 23, 58.
Second-hand books, dealers in 30, 31, 34.
"Sent Ahead of Bill", meaning of and routine involved 37, 41, 47, 48, 50, 53, 55.
Supervision of work done 3, 44, 59.

T

T. F. List, explanation of 20, 21.
"T. F.", meaning of, when and where specified 6, 13, 20, 21, 22, 30, 32.
T. F. orders, how charged against a given fund 20, 22.
T. F. orders, how entered on Ruled Sheet 22.
Telegram, cost of, how charged 14, 52.
Telegram, sample of showing attachment to green sheet--opposite page 14.
Telegraph order, how placed 13, 14.
Theses, how handled 59, 60.
Thesis File, description of and sample of card for 60.
Till forbidden, see "T. F.".
Total actual cost, how figured and where entered 23, 24, 52.
Trade bibliographies, meaning of and use of 27, 28.
Transportation charges, how recorded 51, 52.
Transportation, methods of for book shipments 31-36.
Treasurer, see Financial Clerk.
Triplicate copy of order letter, see Pink Sheet.

U

Unaccessionable material, how handled 44, 45, 46, 48, 49, 61, 62.
Unaccessionable material, samples of order card showing entries for 46.

W

Wire Rush order, how handled 13, 14.
Wire Rush order, sample of--opposite page 14.
Withdrawing an accession number 42.
Wrapper label, disposition of 37.

Y

Yellow Sheet, binding of for permanent reference 14.
Yellow Sheet, entries upon 55.
Yellow Sheet, purpose of, and how filed 11, 14, 15.
Yellow Sheet, sample of--opposite page 12.
Yellow Sheet, see also Order letter.

Date Due

[illegible] 3	[illegible]		
OCT 22 1967			
NOV - 6 1967			
OCT - 6 RECD			
DEC 6 1979			
NOV 23 1979 REC'D			

UNIVERSITY OF B.C. LIBRARY
3 9424 02461 5806